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Security Information

Approved For Release 2003/05/15 : CIA-RDP78-04718A000100140062-9

Policies and Procedures for Active Duty Training  
of G-2 Mobilization Designees in CIA

Authority:

Letter from Director of Central Intelligence to Assistant Chief of Staff, G-2, dated 19 January 1953.

Quota:

CIA can accommodate up to twenty-five (25) officers during Calendar Year 1953.

Eligibility:

Only permanent Department of Army employees, assigned to intelligence activities within G-2, who have commissions in the Military Intelligence Reserve, and who have been cleared by the Army for access to TOP SECRET Security Information will be eligible to participate in the program.

CIA Clearance:

Eligible applicants should apply for training not less than sixty (60) days in advance of the training period desired. This advance notice will permit minimum security evaluation to insure conformity with CIA security standards. Such evaluation will include inspection of G-2 Files by CIA security investigators.

Scheduling of Training:

Current plans require that the majority of trainees report for training on dates which coincide with the quarterly orientation course which runs four (4) days starting 11 February 1953, 12 May 1953, 11 August 1953, and 10 November 1953. This orientation will be followed either by a second week of training along the lines of a "conducted tour" of overt activities or by a one week desk assignment in an Intelligence office, to be selected in accordance with the individual's specialization and qualifications.

In addition to the foregoing, a limited number of officers can be trained at other times, in cases where a desk assignment for two weeks is coordinated in advance. Appropriate desk assignments will be determined by CIA officials concerned, and will be limited to activities in the overt intelligence area.

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Processing:

Officers will be directed to report to the Military Personnel Division, Room 1004, "I" Building, on Mondays. In-processing will include security briefing and orientation, issuance of temporary passes to required buildings, and a briefing concerning the training schedule. Out-processing, on the last day of the tour, will include security debriefing and surrender of temporary building passes.

Uniforms:

Wearing of the service uniform is optional in all activities of CIA.

Forecasts of Trainees:

For the purpose of planning training and clearances, rosters of personnel desiring to attend the quarterly program should be forwarded to the Military Personnel Division, Personnel Office, 2430 St., N.W., Washington, D. C., sixty (60) days in advance of starting date. Rosters will include full name, rank, service number, Army Security Clearance, and specialization within the intelligence field (for the purpose of selecting appropriate desk assignments). Requests for training at non-scheduled times will include the same information.

Orders:

Orders directing active duty for training will be published by the appropriate military District Commander. Funds expended in conjunction with this training will be provided by the Department of the Army, inasmuch as any funding transactions cannot be handled by CIA. Officers will be attached for duty to the 1751st AA while in training status.

Administration, Records, and Miscellaneous:

Miscellaneous administrative matters in connection with this training will be accomplished by the Mobilization Designation Unit to which officers are permanently assigned.

RTV/HJC:mhm (3 February 1953)

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